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70 Years
"A Partner in Conservation Since 1935"

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MINNESOTA BULLETIN NO. 120-6-5

SUBJECT: ADS – TRAINING/CONFERENCE COSTS

Purpose. To provide employees with a new policy on paying for training and conference costs.

Expiration Date. September 30, 2007.

Employees cannot use their Government Travel Card to pay for training or registration. Therefore, when employees have been approved to attend a conference or training, Area Administrative Coordinators will use their purchase card, if accepted, to pay for the training of their area employees. If the purchase card is not accepted, employees can pay the conference registration or training fee and seek reimbursement on their travel voucher, if travel is involved.

If no travel is associated with the conference or training, employees can claim reimbursement on an SF-1164 provided the training is successfully completed. The original SF-1164 with employee's and supervisor's signatures and **original** receipt are to be submitted to FNM for processing. Fax copies will not be accepted.

State Office employees will work with Laurie Otte, Management Services Specialist to register and pay for conferences and training.

WILLIAM HUNT
State Conservationist

DIST: AE